

# INTEROFFICE MEMO



DATE: June 25, 2007 PHONE: (909) 873-4483

FROM: **Marina Espinosa**, Ethics and Compliance Coordinator  
Office of Compliance

TO: **County Behavioral Health and Contract Providers**

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SUBJECT: NPI ALERT

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The Center for Medicaid and Medicare Services (CMS) is urging all providers to check their NPI application data and make sure they update it with non-personal address and telephone information. As required by the Freedom of Information Act, National Plan and Provider Enumeration System (NPPES) health care provider data will be made publicly available on June 28, 2007. Some staff may have utilized their home address for the mailing address when applying for their NPI number. CMS indicates this information will be made available to the public. Please note that social security numbers, dates of birth, and/or tax ID numbers will **NOT** be shared with the public unless these numbers were entered as other identification numbers in the application process. When initial applications were completed, it was not stated or known that CMS would make mailing addresses public.

Please ask all staff who have applied for individual NPIs to log onto the following link,  
<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>, to change their personal mailing address to a clinic or provider address. If they do not have a Login, they can create one using their NPI. Staff can also contact the NPI Enumerator at 1-800-465-3203 (NPI Toll-Free) if they have forgotten their User ID. Changes need to be made no later than June 27 or the first public download will include the information initially entered into the NPI database.

Please direct questions regarding this memo to Marina Espinosa, Ethics and Compliance Coordinator, at (909) 873-4483 or [mespinosa@dbh.sbcounty.gov](mailto:mespinosa@dbh.sbcounty.gov).